

CITY OF RIVERDALE
JOB OPPORTUNITIES
Equal Opportunity Employer

Position	Department	Salary	Shift / Schedule	Application Expiration
Event Attendant (Part-time)	Community & Cultural Affairs	\$9.00/hr.	Temporary/Seasonal	June 30, 2012

Job Summary: This position is responsible for providing support for city-sponsored events such as Concerts; Fall Festival; Weekday Events, Movies, etc. Duties will include preparation, maintenance, and clean-up of city facilities and grounds; setting up chairs and assist with set-up of sound and lighting equipment; a great deal of customer service; coordination with other staff assigned to the event, helping to insure the safety and security of buildings and equipment; keeping a clean and safe workplace; and other duties as may be assigned.

Minimum Qualifications:

Employees must be at least 18 years of age, and must be legally able to accept work in the United States. Any combination of experience, training, and education, which provides the required knowledge, skills and abilities to perform the duties and responsibilities of the job, will be considered. A high school diploma, state-issued GED, or equivalent is required. Additional post-secondary education is preferred. Previous work experience in event planning, event set-up duties, facility maintenance, or customer service is preferred. Must be able to work various hours including days, evenings, and various days of the week, mostly weekends.

Major Duties:

- Assists in preparing facilities and grounds for events; sets up and removes tables, chairs, sound systems, and risers.
- Monitors public restrooms for supply needs and notifies appropriate personnel.
- Participates in general clean-up of facilities before, during and after events; includes picking up and emptying trash and sweeping floors if necessary; notifying appropriate personnel of maintenance needs.
- Monitors facility use for attendee activities during events, including ensuring the safe use of facilities and equipment.
- May operate sound and lighting equipment.
- Provides information to patrons regarding the events and special facilities for the handicapped; location of restrooms; provides directions and/or parking alternatives request.
- May encourage proper conduct of event promoters, patrons, and the general public.
- May coordinate activities between event promoters and city staff.
- Opens designated doors at the Town Centre or City Hall for events.
- Responsible for closing procedures of buildings, including locking doors, which should be locked and turning off lights when no other functions are scheduled for later?
- Respond to emergency situations and takes appropriate action.
- Reports irregular or suspicious circumstances to the appropriate staff.
- Notify supervisor when:
 - a. Any cleaning or maintenance of inaccessible areas is required.
 - b. Supplies are needed,
 - c. Damage to structure or equipment is noted,
 - d. Questions arise about any work related issue
- Follows applicable safety rules and regulations.
- Places and removes cones, barricades, and/or warning signs to ensure safety of public, such as wet floors.
- Clean up work site if returning later.
- Secure the work site if returning later.
- Clean and maintain tools and equipment in safe and operable condition.
- Perform other related duties to ensure the success of each event as required.

Knowledge, Skills & Abilities Required by the Position:

- Knowledge of the safe operation of tools and equipment used in the job.
- Knowledge of safe work methods and basic safety practices.
- Knowledge of proper sanitary and safety precautions when handling trash, garbage and other potential hazards.
- Knowledge of technical sound and lighting equipment.
- Knowledge of body mechanics necessary to safely lift and move objects.
- Knowledge of applicable federal laws and administrative rules; state laws and administrative rules and city ordinances.
- Knowledge of Department and City policies, procedures, directives, rules and regulations.
- Knowledge of basic standard American English grammar, punctuation, spelling, language usage and vocabulary.
- Skill in use and operation of tools and equipment.
- Skill in the use of proper sanitary and safety precautions when handling trash, garbage and other potential hazards.
- Skill in safely lifting and moving objects.
- Ability to operate sound equipment and lighting equipment.
- Ability to perform the essential duties and responsibilities of the job.
- Ability to learn the specific operations, procedures, and equipment of the job.
- Ability to safely and efficiently operate assigned equipment and tools.
- Ability to perform manual cleaning tasks.
- Ability to work independently.
- Ability to constantly alert and aware of the hazards involved and applies safety practices and principles in reporting and preventing accidents.
- Ability to carry out duties according to federal and state laws and administrative regulations; city ordinances; Departmental policy, procedures, directives, rules and regulations; and external directives.
- Ability to apply standard solutions to recurring situations.
- Ability to observe and analyze situations quickly and objectively and, using good judgment, determine and effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance.
- Ability to assign priorities to tasks and to reassign priorities as the situation and circumstances change.
- Ability to work within deadlines to complete projects and assignments.
- Ability to analyze, plan and organize work.
- Ability to communicate and effectively convey information to other persons orally and in writing.
- Ability to frequently lifts and/or move up to 20 pounds, and must occasionally lift and/or move up to 50 pounds. Assistance will be provided for heavier loads.
- Frequently lifting of light items utilizing proper body mechanics and techniques.
- Frequently exposed to outdoor temperatures and weather conditions.
- Frequently required to use your hands to finger, handle, feel or operate objects, tools or controls.

Supervision: Work is performed under general supervision of the Department Head with direct supervision by the Centre Manager or Marketing/Events Specialist, and/or General Services Superintendent such as the assignment and direction of specific tasks. Specific procedures for performance of duties are provided. The employee is responsible for completion of duties within established policies and procedures and for meeting established deadlines. Work is checked periodically.

APPLICATION PROCESS: All applicants may be required to complete the following: drug screening and background check.

Complete a City of Riverdale application and submit your resume to the Human Resources Dept., 971 Wilson Road, Riverdale, GA 30274. Applications are available from 8:00 to 4:00 p.m., Monday – Friday. Applications are also available on the website www.riverdalega.gov.

(Posted: 6/2012)